

**CONTRACT BUNDLING CHECKLIST**

**NOTE:** This checklist serves as a quick reference source for the members of the acquisition strategy team. Please include this checklist with the required documentation sent to OSDDBU.

NO.	QUESTIONS	ANSWER
1.	Does the requirement exceed \$1 million?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Will this requirement result in a consolidated or bundled contract? See FAR 2.101	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	If the requirement is bundled, did the team avoid unnecessary and unjustified bundling? See FAR 7.103(s)(2)	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Did the team document in the plan of action any potential impact on Small Business? See FAR 7.105(b)(1)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Before issuing the solicitation, did the team conduct a benefit analysis? See FAR 7.107(e)	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	If the requirement is bundled, are the benefits "Measurably Substantial"? See FAR 7.107(b)	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	Are reductions in either administrative or personnel costs the basis for the benefit analysis? See FAR 7.107(d)	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	If the benefit analysis did not meet the FAR criteria, is the procurement mission critical? See FAR 7.107(c)	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Was notice of intent synopsized?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Were comments received?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.	Were alternatives considered and noted in the contracting officer's justification for bundling? See FAR 7.107(e)(6) and 7.107(f)	<input type="checkbox"/> YES <input type="checkbox"/> NO